

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Office of the Clerk of the Peace
Classified, Grade 7
40-Hour Week

LICENSE SPECIALIST II

GENERAL STATEMENT OF DUTIES: Performs varied secretarial and word processing duties; provides support and assistance to the Clerk of the Peace and Deputy Clerk of the Peace; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for responsible secretarial type work involving performance of a number of varied clerical tasks which may require ability to transcribe dictation. Employees in this class work under general supervision.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires kneeling, crouching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Direct and participate in the issuance of marriage and civil union licenses;
Direct and participate in the recording, indexing, and filing of records;
Determine the legality of marriage papers when parental consent is required;
Insure that all state required marriage or civil union provisions have been met;
Prepare various recurring and special reports;
Assist attorneys and the general public with problems when necessary;
Collect fees and deposit into the proper accounts;
Answer telephone and give general information in response to public or official inquiries;
Type verbatim transcripts when necessary;
Type minutes from notes as directed;
Type general correspondence;
Advertise Introduction of Ordinances for Public Hearings as directed;
Advertise Ordinances upon adoption as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Excellent knowledge of office terminology procedures and equipment and of business arithmetic and English; good knowledge of bookkeeping; may require the ability to take and transcribe dictation; demonstrated ability to maintain complex clerical records and prepare reports from such records; ability to make relatively complex mathematical computations rapidly and accurately; ability to interpret and make minor decisions in accordance with laws, ordinances, regulations, and established policies; ability to get along well with others; clerical aptitude; good judgment; tact and courtesy; willingness and ability to adapt to new office procedures as required; working knowledge of personal computers and pertinent office applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D. with three or more years as a License Specialist I; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination and typing test rated at a minimum of 45 words per minute administered by the Kent County Personnel office. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

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